

24 OCT 2005

NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex D

Logistics

1. Discussion

- a. Logistic planning in support of disasters must consider first the survival of the command. Logistic planning for disasters should, as a minimum, provide an assessment of potential disaster scenarios, develop emergency action procedures for each scenario, and identify special personnel skills, material, and equipment required to support these emergency actions. Logistics support is basically the same for civil defense, emergencies, or disasters.
 - b. The Chief of Naval Operations (CNO) is the executor for the Navy in matters relating to emergency management. The Navy Material Command will provide technical assistance for emergency management that will include tables of allowances for materials, equipment, and fiscal instructions for Navy forces ashore. Navy Medical Command San Diego will establish allowances for medical materials in support of Chemical, Biological, and Radiological Defense (CBR-D) and conventional, radiological, and chemical weapons accidents. Navy Facilities Engineering Command (NAVFAC) has promulgated a table of allowance and procedures for identifying CBR warfare defense material and equipment for all shore-based Navy commands and activities.
 - c. In planning for a disaster response, commands must first estimate what materials, personnel, facilities, and services are needed to support disaster relief operations. Next, commands must identify who will provide the materials, personnel, facilities, and services previously estimated. Finally, commands must determine how, when, and where the material, personnel, facilities, and services required to support disaster relief operations, both on and off base, are to be provided.
2. **Material/Equipment Management.** Records will be maintained to reflect material used, loaned, and/or returned, including repair and rehabilitation costs. Supplies and equipment not consumed or used will be returned to the supplying agency. To ensure accurate maintenance and repair cost estimates, particular attention will be given to the condition of supplies and equipment at time of turn-in. Salvage will be turned in to the supply source or disposed of as directed.

24 OCT 2005

3. **Civil Emergencies**

a. **Declared Emergencies.** An emergency declared by Presidential Proclamation will result in a specific designation by the DoD Executive Agent of the personnel, equipment, and resources authorized for use in support of the disaster relief operations. Initial support is provided by nomination of a Base Support Installation (BSI). Requests from Federal Emergency Management Agency (FEMA) will be coordinated through the DoD Executive Agent, the only agent authorized to commit DoD resources.

b. **Undeclared Emergencies.** An undeclared emergency situation will require a cost reimbursable agreement before Navy resources may be committed to support the disaster relief operations. However, in extreme emergency situations, Navy resources should not be withheld solely in the absence of a reimbursable commitment by the requesting agency.

4. **Civil Disturbances**

a. If the President directs the use of DoD resources during civil disturbances, the Navy can be expected to provide logistics support to other DoD components. Military resources are classified into the following three groups:

(1) Group One. Personnel, arms, ammunition, tank and automotive equipment, and aircraft.

(2) Group Two. Riot control agents, concertina wire, and other such equipment to be employed in control of civil disturbances not included in Group One.

(3) Group Three. Fire fighting personnel, and equipment of a protective nature (such as masks, helmets, body armor vests, etc.), and other equipment not included in Groups One or Two (such as clothing, communications equipment, searchlights, etc.), and the use of Navy facilities.

b. Commanders having authority to approve requests for Group Three resources are authorized to approve requests from non-DoD federal agencies, excluding personnel. An exception is for fire fighting and Explosive Ordnance Disposal (EOD) personnel support.

c. The Region Operations Center (ROC) will normally approve requests and issue Group Two and Three resources to provide the FBI with a rapid response force for dealing with terrorist incidents. Requests for equipment which involves technical or operating personnel, excluding firefighting and explosive ordnance disposal, may be approved only by the DoD Executive Agent, or his/her designated representative.

5. **Reimbursement for Services Provided**

24 OCT 2005

a. **Cost Responsibility.** Requesting agencies will be responsible for the reimbursement of costs in addition to normal operating expenses incurred in connection with the loaned property. Reimbursable expenses include the following:

- (1) Pay of temporary civilian personnel hired for the disaster relief operations.
- (2) Overtime pay of civilian personnel.
- (3) Travel and per diem expenses of military and civilian personnel.
- (4) Cost of consumable items requisitioned for issue to civilian disaster refugees.
- (5) Transportation of personnel, supplies, and equipment.
- (6) Port (air – including airfield operations, ocean, and inland-waterway) loading, off-loading, and handling costs.
- (7) Cost of repairing or reconditioning nonconsumable items returned.
- (8) Cost of supplies and equipment furnished and not returned.
- (9) Cost of repair parts used to repair end-items located at the disaster area (excluding depot or field maintenance on a time compliance basis).
- (10) Cost of packing and crating supplies and equipment.
- (11) Cost of petroleum, oils, and other lubricants (POL), including aviation POL.
- (12) Cost of nonconsumable property that has been lost, destroyed or damaged in support of disaster relief operations. In the case of damaged property, reimbursement shall be requested for the cost of repair as well as for the reduced utility value of the property. The reduced utility value shall be determined by the lending department.
- (13) Reimbursement for the issue or sale of material shall be at the current standard prices. In addition, billings shall include accessorial charges incident to issues, sales, and transfers of material in accordance with Navy Comptroller Manual, Volume 3, Chapter 5, Section VII.
- (14) When any services or supplies, including property furnished from DoD stock fund inventories, are provided by the Defense Logistics Agency (DLA) to the Navy to support civil emergency relief operations, reimbursement to the DLA shall be

24 OCT 2005

made by the Navy. This expense shall be included in the total billed to the requesting agency by the Navy.

(15) Costs of any major rehabilitation or modification of military real property that may be required by FEMA and which alters the facilities to an extent which affects its future use by the military will be borne by FEMA. In such cases, FEMA will also bear the costs of restoration of the facility.

(16) Full project costs, including wages and salaries of regular employees, for projects approved by FEMA.

(17) All costs from a trust fund, revolving fund, or other fund where reimbursement of such fund is required by law.

(18) Work, services, and materials contracted with other federal agencies for assistance provided on a specific disaster project.

(19) Material, equipment, and supplies (including transportation, repair, and maintenance) from regular inventory stocks utilized or consumed.

(20) Other direct costs that can be specifically identified.

b. **Non-reimbursable Expenses.** The following items will not be eligible for reimbursement even with a presidential declaration as they are considered normal operating expenses:

(1) Regular pay and allowances of military personnel (except travel and per diem costs).

(2) Administrative overhead costs.

(3) Annual and sick leave, retirement, and other military or civilian benefits (for exceptions, see Navy Industrial Fund Regulations).

(4) Cost of telephone, telegram, or other means of electrical transmission used to requisition items or to replenish depot stocks.

(5) Charges for the use of aircraft, motor vehicles, and/or watercraft (except POL), and per diem costs as stated above.

(6) Aircraft, motor vehicles, and/or watercraft damaged, lost, destroyed, or abandoned.

c. **Reimbursement Waivers.** Reimbursement will be waived if the cumulative value of the unbilled transactions amounts to less than \$100 at the end of a calendar

24 OCT 2005

quarter. There will be no waiver of reimbursement for material or services furnished by the following:

- (1) Navy industrial funded activities.
- (2) Stock funds.
- (3) Management funds.
- (4) Army Corps of Engineers Civil Works activities.

6. **Processing Requests for Navy Resources**

a. **From Civil Authorities.** Written agreements outlined in this chapter will be executed concurrently with all loans of military property to civil authorities. With each loan agreement a fidelity bond in the amount of the total current item price of the loaned property will be posted.

b. **From Non-DoD Federal Agencies.** Written agreements, outlined in this chapter, will be executed concurrently with all loans of military property to federal agencies. No fidelity bond is required.

c. **From the National Guard.** The National Guard will be responsible for reimbursement of costs over normal operating expense, incurred in connection with loaned equipment. No written loan agreement will be executed. The National Guard will be required to execute the Loan Receipt shown in this chapter. No fidelity bond is required.

7. **Procedures for Reimbursement**

a. **Declared Emergencies or Major Disasters**

(1) Navy commands conducting disaster relief operations which have validated FEMA mission numbers will submit billings to effect reimbursement of applicable support costs to Headquarters, Fifth US Army (Attn: AFKC-OP-OR) with a copy to Navy Region Southwest (Code N24).

(2) Consolidated SF 1080's will be prepared by the appropriate activity/unit in duplicate, with two copies of substantiating documents, and five copies of documentation in reference to personnel services; e.g., copies of travel orders, designation of recipient service of supplies, and names of FEMA or American Red Cross representatives ordering specific items of service or supplies. The SF 1080 must include station UIC number, FEMA mission number, and complete accounting classification.

(3) Headquarters Fifth U.S. Army is required to submit a final accounting

24 OCT 2005

for expenditures to the FEMA regional office within 90 days of completion of assistance for each specified disaster. Activities/units must submit their billings to Headquarters Fifth U.S. Army within 60 days of completion in order to permit sufficient time for verification, consolidation, and forwarding. Billings received after 60 days following completion of assistance will be returned without reimbursement.

(4) Headquarters Fifth U.S. Army will reimburse Navy activities/units upon collection from FEMA.

(5) All requests for reimbursement or for other eligible expenditures must include the FEMA identifying number (e.g., FEMA 338DR). This is a sequential number assigned by FEMA at the national level. A three-digit number indicates a declared disaster and a four-digit number indicates a declared emergency.

b. **Undeclared Emergencies.** To obtain reimbursement for assistance rendered incident to disasters that were undeclared emergencies (except for forest and grassland firefighting under PL 91-606), Navy commands will submit billings directly to the local recipient of the assistance, including chapters of the American Red Cross where appropriate. When Headquarters Fifth U.S. Army or applicable National Disaster Relief Coordinator (NDRC) has requested activities to provide assistance to the American Red Cross, requests for reimbursement will be forwarded to Headquarters Fifth U.S. Army.

c. **Forest and Grassland Fire Suppression Operations.** All requests for forest and grassland fire assistance from Federal and State agencies should be submitted through the Boise Interagency Fire Center (BIFC). BIFC will validate and forward requests to Fifth Army for action and subsequent tasking. Each request made in this manner will be assigned appropriate identifying numbers (a "Fire Number" and a "Fire Order" number) by the BIFC. This number will be utilized by the activity furnishing assistance in maintaining an accurate record of all reimbursable expenses incurred in fulfilling that request (as well as in all references to the particular incident). Request for reimbursement of expenses incurred in connection with each "Fire Order" will be submitted in accordance this chapter.

8. **Procedures for Executing Loan Agreements**

a. **General.** This section establishes procedures for documenting loans of Navy equipment and materials to civil authorities. A loan agreement and loan receipt guidance is provided in this chapter.

b. **Types of Loans.** The following types of loans are authorized:

(1) **Type I Loan:** Emergency loan to meet an urgent need during an actual disaster. Loans of this type will be for a maximum period of 15 days. Requests for extensions may be granted for a maximum period of 15 days by the authority originally approving the loan. Further extensions will be approved only by CNO.

24 OCT 2005

(2) Type II Loan:

(a) This type of loan is a loan to meet a need in anticipation of an imminent civil disaster.

(b) This type of loan will be for a maximum period of 90 days, renewable for a period of 90 days by the authority originally approving the loan. Requests for extension of the loan will be forwarded through the same chain of command as the original request. Further extensions may be granted only by CNO.

(c) This type loan may be granted to civil authorities, when a binding purchase contract has been executed to procure resources substantially similar to the military property requested, and there is a substantial lead time before delivery.

(d) This type of loan may also be granted for a maximum period of 15 days for requests of a nonrecurring type, when it is beyond the financial resources of the civil authority to purchase, or upon a special agreement made with civil authorities with approval of CNO.

c. **Fidelity Bonds**

(1) In each loan agreement identified above, a fidelity bond in the amount of the total current item price of the loaned property will be posted.

(2) The fidelity bond will consist of a properly executed Standard Form 25, Performance Bond (June 1967), a certified bank check, cash, or negotiable U.S. Bonds deposited with the Treasury of the United States.

(3) In an extreme emergency, when the requirement of posting a bond would unduly delay approval of a valid request for the loan of military property involving a total current item price of \$1,000 or less, the authority authorized to approve the loan may do so on the condition that a bond will be posted within a reasonable time, not to exceed five days.

(4) Absolute waiver of the requirement to post bond may be granted only by the CNO.

(5) All other requests for modification of the requirement to post bond will be forwarded to the CNO.

(6) Bonds will be forfeited, due to failure to return loaned property, or for damage to loaned property, only with the concurrence of the DoD Executive Agent.

(7) Any forfeiture collected under these agreements will be deposited to

24 OCT 2005

the Miscellaneous Receipt Account 171060, (Forfeiture of Unclaimed Money and Property.)

9. **Records**

a. The command will maintain a complete record of all military property provided to a civilian authority. At a minimum, the record will contain:

- (1) The National Stock Number (NSN) of the property.
- (2) Property nomenclature.
- (3) Total units/amount provided.
- (4) Unit price each.
- (5) Total costs.

b. Standard Form 25, June 1967 edition, General Services Administration Performance Bond, an approved surety on Treasury Department List (TC Circular 570 (NOTAL)) (reference ASPR 10-201 (NOTAL)) or a receipt from a Navy or Marine Corps Disbursing Officer designated by the military representative covering deposit of cash, U.S. Bonds or Notes, certified or cashier's checks, bank drafts, or post office money orders for the amount of the grand total shown. Such funds will be held by the disbursing officer in accordance with paragraph 043142 NAVCOMPT Manual.

10. **Loan Receipt.** The following language is for use with loans to the National Guard:

"As the authorized representative of the Adjutant General, State of (STATE), I acknowledge receipt from (LENDING UNITS), this date, of the property described below, temporarily loaned to the National Guard of (STATE) under the provisions of the current Army civil disturbance plan. It is understood that the National Guard of the State of (STATE) is responsible for the cost of transportation, repair, rehabilitation, or replacement of the above property. It is also understood that the use of this property is subject to the following limitations: (STATE LIMITATIONS AS APPROPRIATE)."

11. **Stockpiling.** The procurement of equipment or supplies in excess of current allowances for the sole purpose of supporting civil emergency operations is not authorized. However, there is no prohibition on the procurement of equipment or supplies in excess of current allowances for the purpose of supporting military disaster preparedness and emergency management operations.

12. **Emergency Feeding.** In accordance with COMNAVSUPSYSCOM message 060800Z OCT 98, the current policy guidance in paragraph 2002 of COMNAVSUPSYSCOM P-484 for disaster/emergency feeding ashore and afloat has

24 OCT 2005

been revised as follows:

a. The commanding officer must issue a directive declaring an emergency or disaster exists and subsistence must be provided to persons other than normally authorized. A letter must be forwarded to SUP-51 certifying the nature and duration of the disaster or emergency situation.

b. In accordance with COMNAVSUPSYSCOM message 251000Z SEP 98, collect cash from those persons able to pay (including foreign military officers and foreign military enlisted personnel not entitled to rations in kind per their orders) and record signatures on DD Form 1544. Ration credit is recorded on NAVSUP Form 1357 under Ration Breakdown, Block 2.

c. Persons unable to pay (including foreign military personnel) must sign NAVSUP Form 1291. The Form 1291 will be annotated at the top as "disaster/emergency feeding". Meal pass number and command/unit columns will be left blank. Ration credit will be recorded on the NAVSUP Form 1357 under Ration Breakdown, Block 14. The food service officer should contact the Regional Office of Emergency Management (OEM) to determine if reimbursement can be obtained from the following:

- (1) American Red Cross.
- (2) Navy Relief.
- (3) TYCOM disaster relief funding.
- (4) Business or contractor (if responsible for causing the disaster or emergency).
- (5) Other disaster relief organizations.

d. Food service officers unable to collect payment for meals will forward a certification of rations in accordance with paragraph 2003 of COMNAVSUPSYSCOM P-484. The certification of rations will be forwarded to SUP 51 with the NAVSUP Form 1357.

e. Food service officers receiving reimbursement for meals after the close of the quarter will forward the funds to SUP 121H2 via check payable to the U.S. Treasurer. A copy of the certification of rations must accompany the check. Modifications to food service accounting records are not required for this action.

f. When large numbers of personnel are involved, NAVSUP Form 1292 will be used to record mass feeding. The Form 1292 will be annotated at the top of the form with "disaster/emergency feeding". Meals provided to cash patrons should be

COMNAVREGSWINST 3440.1A

24 OCT 2005

recorded under cash sales on the Form 1292 and the Form 1357. Meals provided to patrons unable to pay will be recorded on the Form 1357 under Block 14, and annotated as "disaster/emergency feeding". A certification of rations will be forwarded to SUP 51 with the Form 1357.

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